



SEDEX ETHICAL TRADE AUDIT

FOR CLIENT:

T. Mak's International, Inc.

SUPPLIER NAME

T. Mak's International, Inc.

REPORT NUMBER

TMK00113354CSR1

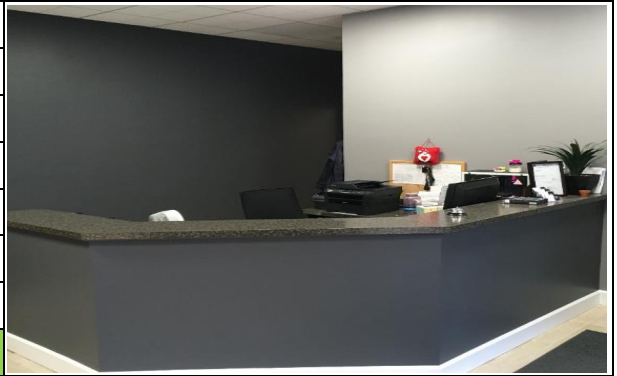
AUDIT DATE

2022-02-09 ~ 2022-02-10

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

A. FACTORY/SUPPLIER INFORMATION

Supplier Information			
Supplier Name (EN)	T. Mak's International, Inc.		
Supplier Name (Local)	T. Mak's International, Inc.		
Supplier Address (EN)	7064 Davis Creek Road, Fl, Jacksonville, United States, 32256		
Supplier Address (Local)	7064 Davis Creek Road, Fl, Jacksonville, United States, 32256		
Supplier Contact Person	Tiffany Daymil		
Contact Number	904-493-2863		
Contact E-mail	Tiffany@tmaksinc.com		
Company Website	http://www.tmaksinc.com/		
Year Established (DD/MM/YYYY)	-		
Business License No.	P99000050412		
Type of Ownership	Corporation		
Type of Service Provided	Products Only		
Size of Production Area (m²)	0		
Size of Warehouse Area (m²)	418 (4,500 sq ft) (additional 22,000 sq ft across street)		
Business Hours	8 AM to 6 PM	Shift/Day	1 Shift
Business Days	Monday	To	Friday
SMETA Audit	SMETA 4-pillar (SMETA 2-pillar audit + Business Ethics and Environment)		



THE RESULTS OF THIS REPORT REFLECT THE FINDINGS OF PRO QC INTERNATIONAL AT THE TIME AND PLACE OF SERVICE ONLY BASED ON AVAILABLE EVIDENCE. THIS REPORT DOES NOT RELEASE THE VENDOR OR MANUFACTURER FROM CONTRACTUAL OBLIGATIONS TO MAINTAIN COMPLIANCE WITH ANY PARTICULAR STANDARD OR DELIVER CONFORMING GOODS OR SERVICES. REMOTE SERVICES ARE PERFORMED BASED ON THE ISO 9001 AUDITING PRACTICES GROUP'S GUIDANCE ON REMOTE AUDITS. PRO QC INTERNATIONAL SHALL NOT BE HELD LIABLE FOR ANY DEFECTIVE CONDITIONS BEYOND THOSE CLEARLY DETECTABLE WITHIN THE LIMITS OF THE SPECIFIC SERVICES RENDERED, INCLUDING BUT NOT LIMITED TO THE IMPACT OF THE REMOTE NATURE OF REMOTE SERVICES ON FINDINGS. NO WARRANTY IS MADE AS TO THE RELIABILITY OF THIS REPORT BEYOND THOSE EXPRESSLY AGREED UPON BETWEEN PRO QC AND ITS CLIENT. THIRD PARTIES SHALL INDEMNIFY, RELEASE AND HOLD PRO QC FROM ANY LIABILITY, LOSS OR DAMAGES ARISING FROM RELIANCE ON THIS REPORT.

Pro QC Personnel







Mr./Mrs.	Michael Bowblis	Title:	Auditor (On-site)	Email:	
Mr./Mrs.	Antonio Perez	Title:	Technical Supervisor / Auditor (Job Reviewer)	Email:	antonio_perez@proqc.com
Mr./Mrs.	Gerardo Trevino	Title:	Project Coordinator	Email:	gerardo_trevino@proqc.com

Supplier Personnel Participating During Audit



Mr./Mrs.	Tiffany Daymil	Title:	Creative Director	Email:	Tiffany@tmaksinc.com
Mr./Mrs.	Tina Mak	Title:	CEO	Email:	Tina@tmaksinc.com
Mr./Mrs.	Rob Mc Levy	Title:	Supply Chain Manager	Email:	Rob@tmaksinc.com
Mr./Mrs.	Shelley Mc Levy	Title:	Operations	Email:	Shelley@tmaksinc.com
Mr./Mrs.	Renee Garrison	Title:	Bookkeeper	Email:	Accounting@tmaksinc.com
Mr./Mrs.	Billy Williams	Title:	Warehouse	Email:	-
Mr./Mrs.	Krista Foreman	Title:	Logistics	Email:	-
Mr./Mrs.	Rayla Webb	Title:	Account Manager	Email:	-
Mr./Mrs.	Karla Johnson	Title:	Graphic Designer	Email:	-

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

Name cards

 <p>Tiffany@tmaksinc.com 904.493.2863 904.855.4188 www.tmaksinc.com 7064 Davis Creek Road Jacksonville, FL 32256</p> <p>TD Tiffany Daymil</p>	 <p>Tina@tmaksinc.com 904.493.2858 904.855.4188 www.tmaksinc.com 7064 Davis Creek Road Jacksonville, FL 32256</p> <p>TM Tina Mak</p>	 <p>Tami@tmaksinc.com 904.493.2857 904.855.4188 www.tmaksinc.com 7064 Davis Creek Road Jacksonville, FL 32256</p> <p>TM Tami Mak</p>
Photo 1	Photo 2	Photo 3
 <p>Rob@tmaksinc.com 904.493.2864 904.855.4188 www.tmaksinc.com 7064 Davis Creek Road Jacksonville, FL 32256</p> <p>RM Rob McLevy</p>	 <p>Shelley@tmaksinc.com 904.493.2853 904.855.4188 www.tmaksinc.com 7064 Davis Creek Road Jacksonville, FL 32256</p> <p>SM Shelley McLevy</p>	 <p>Accounting@tmaksinc.com 904.493.2856 904.855.4188 www.tmaksinc.com 7064 Davis Creek Road Jacksonville, FL 32256</p> <p>RG Renee Garrison</p>
Photo 4	Photo 5	Photo 6

Business License & Others Photos

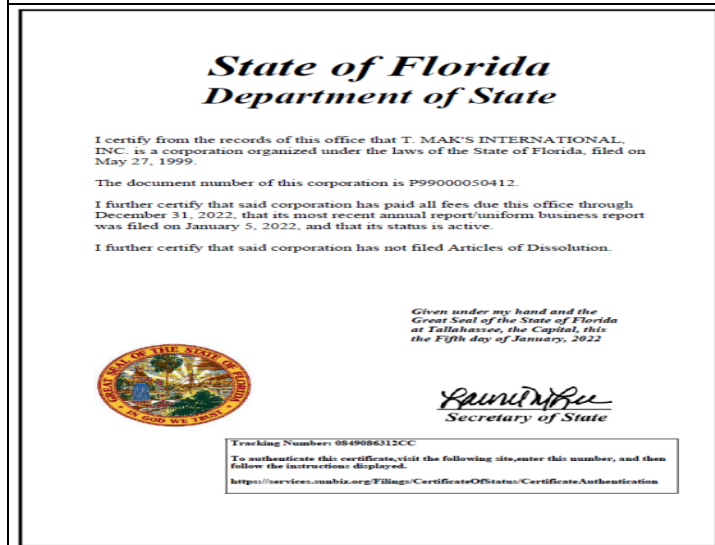
<div></div> <div><p>2021 - 2022 LOCAL BUSINESS TAX RECEIPT JIM OVERTON, DUVAL COUNTY TAX COLLECTOR 291 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370 Phone: (904) 246-5760, ext. 3 Fax: (904) 255-4453 https://taxcollector.net/</p><p><small>Note - A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 776-772, for the period October 01, 2021 through September 30, 2022.</small></p><p>T. MAK'S INTERNATIONAL, INC. 7064 DAVIS CREEK RD. JACKSONVILLE, FL 32256</p><p>ACCOUNT NUMBER: 36708 BUSINESS NAME: T. MAK'S INTERNATIONAL, INC. PHYSICAL ADDRESS: 7064 DAVIS CREEK RD. JACKSONVILLE, FL 32256</p><p>CLASSIFICATION CODE: 329153 TRADING-TANG PP DIST WHSL</p><p>STATE LICENSE NO:</p><p>COUNTY TAX: 30.00 MUNICIPAL TAX: 168.75 COUNTY LATE PENALTY: 7.50 MUNICIPAL LATE PENALTY: 42.19 TOTAL TAX: 248.44</p><p>RENEWAL</p><p>VALID UNTIL September 30, 2022</p><p>***ATTENTION*** THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY. CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.</p><p><small>This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.</small></p><p> JIM OVERTON, TAX COLLECTOR THIS BECOMES A RECEIPT AFTER VALIDATION. Paid INT-23-00045732 02/01/2022 * 248.44</p></div>	<div><p>2022 FLORIDA PROFIT CORPORATION ANNUAL REPORT DOCUMENT# P99000050412 Entity Name: T. MAK'S INTERNATIONAL, INC. Current Principal Place of Business: 7064 DAVIS CREEK ROAD JACKSONVILLE, FL 32256</p><p>Current Mailing Address: 7064 DAVIS CREEK ROAD JACKSONVILLE, FL 32256 US</p><p>FEI Number: 59-3579800 Name and Address of Current Registered Agent: MAK, TINA 7076 DAVIS CREEK ROAD JACKSONVILLE, FL 32256 US</p><p>Certificate of Status Desired: Yes</p><p><small>The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.</small></p><p>SIGNATURE: _____ Date: _____ Electronic Signature of Registered Agent</p><p>Officer/Director Detail:</p><table><tr><td>Title</td><td>CEO</td><td>Title</td><td>VP</td></tr><tr><td>Name</td><td>MAK, TINA</td><td>Name</td><td>MAK, TAMI</td></tr><tr><td>Address</td><td>12426 ROYAL TROON LN</td><td>Address</td><td>12426 ROYAL TROON LN</td></tr><tr><td>City-State-Zip:</td><td>JACKSONVILLE FL 32224</td><td>City-State-Zip:</td><td>JACKSONVILLE FL 32224</td></tr><tr><td>Title</td><td>CFO</td><td></td><td></td></tr><tr><td>Name</td><td>ELLIS, JOHN</td><td></td><td></td></tr><tr><td>Address</td><td>12426 ROYAL TROON LN</td><td></td><td></td></tr><tr><td>City-State-Zip:</td><td>JACKSONVILLE FL 32224</td><td></td><td></td></tr></table><p><small>I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes, and that my name appears above, or on an addendum with all other job empowers.</small></p><p>SIGNATURE: TINA MAK CEO 01/05/2022 Electronic Signature of Signing Officer/Director Detail Date</p></div>	Title	CEO	Title	VP	Name	MAK, TINA	Name	MAK, TAMI	Address	12426 ROYAL TROON LN	Address	12426 ROYAL TROON LN	City-State-Zip:	JACKSONVILLE FL 32224	City-State-Zip:	JACKSONVILLE FL 32224	Title	CFO			Name	ELLIS, JOHN			Address	12426 ROYAL TROON LN			City-State-Zip:	JACKSONVILLE FL 32224		
Title	CEO	Title	VP																														
Name	MAK, TINA	Name	MAK, TAMI																														
Address	12426 ROYAL TROON LN	Address	12426 ROYAL TROON LN																														
City-State-Zip:	JACKSONVILLE FL 32224	City-State-Zip:	JACKSONVILLE FL 32224																														
Title	CFO																																
Name	ELLIS, JOHN																																
Address	12426 ROYAL TROON LN																																
City-State-Zip:	JACKSONVILLE FL 32224																																
Business County Tax Receipt	Business State Annual Report																																

B. CERTIFICATES

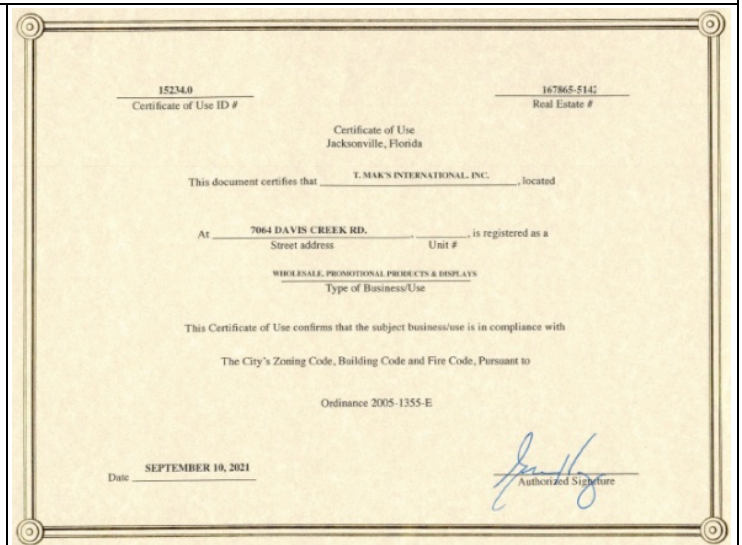
Certificates (Dropdown List)	Certified Body	Certificate Number	Valid From	Valid To
Florida Corporation Certificate	State of Florida Department of State	P99000050412	-	31/12/2022
Certificate of Use	Certificate of Use Jacksonville, Florida	Use ID #152340 / Real Estate # 167865-5142	10/09/2021	-
Minority Supplier Development Certification	National Minority Supplies Development Council (NMSDC)	FL03480	31/10/2021	31/10/2022
Women Business Enterprise Certification	Women Business Enterprise Council	2005127117	21/07/2015	21/07/2022

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

Certificates Photos



Florida Corporation Certificate



Certificate of Use



Minority Supplier Development Certification



Women Business Enterprise Certification

C. WORKER ANALYSIS

	Local			Migrant			Home workers	Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency		
Worker numbers – Male	5	0	0	0	0	0	0	5
Worker numbers – female	8	0	0	0	0	0	1	8
Total	13	0	0	0	0	0	1	13
Number of Workers interviewed – male	3	0	0	0	0	0	0	3
Number of Workers interviewed – female	3	0	0	0	0	0	0	3
Total – interviewed sample size	6	0	0	0	0	0	0	6

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

Nationality of Management	United States			
Majority nationality of workers (Main countries)	Country 1	United States	Approx. % total workforce	100%
	Country 2	N/A	Approx. % total workforce	0%
	Country 3	N/A	Approx. % total workforce	0%
			Payment cycle	
Worker remuneration (Management information)	% employees on piece rate	0%	% daily paid	0%
	% hourly paid employees	31%	% weekly paid	100%
	% salaried employees	62%	% monthly paid	0%
	% other – please give details	0%	% other – please give details	0%

Supplier Name	Audit Date	Report Number
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

AUDIT SCOPE

The intent of this SEDEX ETHICAL TRADE AUDIT is to assess the social compliance level of the supplier according to SEDEX. The audit will also include closed door interviews with employees according to the standard's requirement. The result of the report will highlight the strengths and weaknesses of the supplier and provide a risk level for the client to make informed decisions on whether or not to explore further with the supplier, or if any additional actions are required.

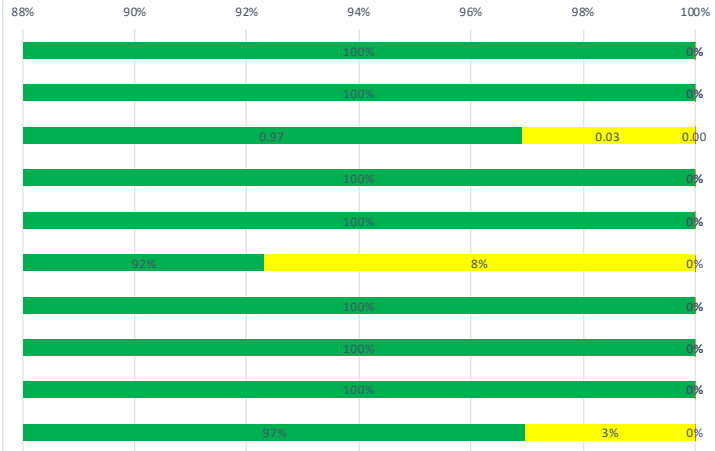
SCORING GUIDELINES

Pro QC's scoring method is based on C = Complies with Requirements (3 points), I = Improvement Needed (1 point) , NC = Does Not Comply with Requirements (0 Point), N/A = Not Applicable (N/A are not counted and will not affect the final score).

Each compliance chapter is scored separately in order to display the strengths/weaknesses in the supplier's ability to comply, and helps to identify areas of improvement. The average score of all the chapters will then conclude the overall social compliance risk level of the factory as follows:

- Low Risk = 90% to 100%
- Medium Risk = 60% to 89%
- High Risk = 59% and below

AUDIT SCORE / RISK LEVEL

	SECTION	SCORE	
1	FREELY CHOSEN EMPLOYMENT	100%	
2	FREEDOM OF ASSOCIATION	100%	
3	HEALTH AND SAFETY	98%	
4	CHILD LABOUR AND YOUNG WORKERS	100%	
5	WAGES AND BENEFITS	100%	
6	WORKING HOURS	95%	
7	DISCRIMINATION	100%	
8	REGULAR EMPLOYMENT	100%	
9	HARSH OR INHUMANE TREATMENT	100%	
10	OTHER ISSUES	98%	
OVERALL SCORING		99%	
OVERALL RISK		LOW RISK	System compliance is acceptable with minor nonconformities. Push supplier for continuous improvement.

AUDIT SUMMARY

T. Mak International Inc. is primarily a sales office with a small warehouse at 7064 Davis Creek Rd, Jacksonville, FL, a location the company moved into in June 2021. T. Mak also has a large warehouse at 7076 Davis Creek Rd, its former location and the next lot over. At 7076 only warehouse staff work, partial days when large orders require additional space to store, consolidate, and reship, this warehouse was mostly empty at the time of the visit and 25% of the warehouse space and office at 7076 are rented by a tenant.

Overall T. Mak, had an excellent facility and it was evident that ownership and management care about providing a quality working environment for employees; evidenced by kitchen amenities and dining area, stocked pantry with foods and snacks, a movie lounge, fitness room, and game room all in the offices for employees to enjoy. Nearly all employees had spacious offices with vibrant decor, needed work equipment, and furniture to create a comfortable work environment.

All employees interviewed seemed happy with T.Mak as an employer and no negative comments were received about their employment. Only 8 of 13 employees were available during the audit and T.Mak appears to allow employees a good deal of freedom and flexibility to adjust hours and arrange a healthy work-life balance.

The company was very well prepared for the audit and it was evident they put in significant work to ensure compliance with requirements. There were some minor findings during the audit, however, the company has made a commitment to compliance and made corrections onsite if possible. The findings were primarily caused by a lack of awareness of documentation requirements than reliance.

RECOMMENDED CORRECTIVE ACTIONS

1	Committee duties should be updated to clearly document responsibility for fire safety.
2	Employee handbook should details breaks and rest periods
3	An employee who is responsible for coordinating all aspects of the Environmental Management System should be appointed.
4	At the First Aid Stations, trained personnel information should be posted.

FACTORY COOPERATION	FACTORY ORGANIZATION	FACTORY CONDITION
GOOD	GOOD	GOOD

THE RESULTS DETAILED AND DETERMINATION JUDGED IN THIS DOCUMENT REFLECTS THE FINDINGS OF PRO QC INTERNATIONAL AT THE TIME AND PLACE OF AUDIT ONLY. EVIDENCE OF ACTUAL PRODUCT QUALITY IS NEITHER OFFERED NOR IMPLIED. THIS REPORT DOES NOT RELEASE THE VENDOR OR MANUFACTURER FROM ANY OBLIGATIONS, CONTRACTUAL OR OTHERWISE, IN EFFECT WITH THE CUENT TO REPAIR, REPLACE, OR COMPENSATE FOR ANY PRODUCT OR PART THEREOF IN WHICH DEFECTIVE CONDITIONS MIGHT HEREAFTER BE FOUND OR SUBSEQUENTLY DEVELOP. PRO QC INTERNATIONAL ASSUMES NO RESPONSIBILITY, AND SHALL IN NO WAY BE HELD LIABLE, FOR ANY DEFECTIVE CONDITIONS BEYOND THOSE CLEARLY DETECTABLE WITHIN THE LIMITS OF THE SPECIFIC INSPECTION SERVICES ORDERED BY THE CLIENT.

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

1	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
1	FREELY CHOSEN EMPLOYMENT			
1.1	Contracts and Termination			
1.1.1	Can workers voluntarily leave their employment after reasonable notice with no monetary penalties for leaving including withholding of bonuses already earned?	All employee interviews positively confirm	-	C
1.1.2	Is there a process in place for workers to receive their final salary payment if they do not return e.g. after Chinese New Year?	N/A	-	N/A
1.1.3	Are there any clauses in contracts that would restrict workers leaving?	No employment contract, Florida is an at will work state	-	N/A
1.1.4	Are there any financial arrangements either personal or for family members or dependents e.g. loans which would restrict workers leaving?	All employee interviews positively confirm	-	C
1.1.5	Do security guards' contracts clearly state their duties and set appropriate limits on the way they interact with workers to ensure that they are not used to restrict workers' movements?	No security guard	-	N/A
1.1.6	How does the site handle privacy rights of workers e.g. are there any workers under constant surveillance and if so, how is privacy handled?	All employee interviews positively confirm	-	C
1.1.7	Are workers free to leave at the end of their shift and not unreasonably delayed by e.g. security checks?	All employee interviews positively confirm	-	C
1.1.8	Are workers free to communicate with external individuals including family members etc.?	All employee interviews positively confirm	-	C
1.1.9	Are workers free to refuse overtime and if so what procedures are in place?	Yes, worker only need to notify management per employee handbook	-	C
1.1.10	If any, do migrant workers have to pay any fees, taxes, deposits or bonds?	All employee interviews positively confirm	-	C
1.1.11	Is there evidence that employers provide workers with the necessary documentation to leave employment / country e.g. exit visa's etc.?	All employee interviews positively confirm	-	C
1.2	Personnel Files			
1.2.1	Do employers keep only copies of ID's, Passports and 'Right to Work' checks?	All done through 3rd party HR, Zenefits, records are kept Scan are kept and match I-9 forms (DHS employment verification)	-	C
1.2.2	Are original documents returned to workers promptly?	All employee interviews positively confirm	-	C
1.2.3	If it is a legal requirement to retain original documents, do workers give their informed written consent and can they retrieve their documents at any time?	All employee interviews positively confirm	-	C
1.2.4	Where there are loans to workers, are they covered by a signed agreement from both parties and do they detail repayments, terms and conditions? Are such repayments fair so that workers are not taken below legal minimum wage?	No Loans to employees	-	C
1.2.5	Are loans realistically possible to repay at termination of employment based on monthly earnings?	No Loans to employees	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable				
	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
1.2.6	Is there a procedure in place to either re-assign any outstanding loan to a new employer or a process for early repayment, such that a loan does not prevent a worker leaving employment.	No Loans to employees	-	C
1.3	Wage deductions, any deposits or withholdings			
1.3.1	Are there any wage deductions including those mandated by the law?	Only state and federal taxes, and elective employee contribution to benefits	-	C
1.3.2	Is there a written agreement to the deduction, which meets the law and is signed by the worker?	Plan is signed by employee when elected through 3rd part Zenefits	-	C
1.3.3	Do any deductions reduce wages to below minimum legal wage?	No	-	C
1.3.4	Are deductions made as disciplinary actions?	All employee interviews positively confirm	-	C
1.3.5	Are deposits taken for workplace essentials such as Personal Protective Equipment?	All employee interviews positively confirm	-	C
1.3.6	Are there any fees charged for accommodation and if so, is this voluntary (worker can choose whether to be in this accommodation or not) and at a fair market price?	All employee interviews positively confirm	-	C
1.3.7	Are workers working voluntarily and can they leave their employment after reasonable notice. Do they know the procedure for giving notice?	Yes, also confirmed in interviews	-	C
1.3.8	Do workers feel free to leave the site during breaks and rest time and at the end of their shift?	All employee interviews positively confirm	-	C
1.3.9	Are any searches performed on workers handled with respect and without restricting movement e.g. leaving at the end of shift?	All employee interviews positively confirm	-	C
1.3.10	Are dormitories secure and do workers feel that they can leave them when they wish?	N/A, no dormitories	-	N/A
1.3.11	If there are hours restrictions e.g. curfews, do workers feel these are reasonable?	All employee interviews positively confirm	-	C
1.3.12	Do workers seem frightened, confused or withdrawn in any way – any signs of psychological or physical abuse?	All employee interviews positively confirm	-	C
1.3.13	Do they receive wages directly in to their own bank account (and is the bank account only accessible by the worker), or if in cash, do they feel they are in control of their wages?	All employees interviewed receive Direct Deposit and confirm they have control on wage payment	-	C
1.3.14	Can workers recall correct information: accommodation addresses, and/or name or address of their employer and/or name or address of the location where they are working?	All employee interviews positively confirm	-	C
1.3.15	Does the site trains its managers and suppliers on this subject and shares best practice down their supply chain?	All suppliers must signup to comply with Ethical Trading Initiative (ETI) Base Code	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable				
	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
1.3.16	Has the company has undertaken a risk assessment and developed a plan to address issues raised?	Independent inspections are conducted at suppliers, similar social responsibility audits are encourage and reviewed for suppliers	-	C
2	FREEDOM OF ASSOCIATION			
2.1	Is the right to freedom of association and collective bargaining restricted under law?	Covered in Company Freedom of Association Collective Bargaining Policy	-	C
2.2	Does the organization allow employees to form, join and organize work unions as a collective bargaining tool?	Covered in Company Freedom of Association Collective Bargaining Policy	-	C
2.3	If unions are restricted by law, is there an elected member of the work force that acts as employee representative?		-	C
2.4	Are employees notified that they are free to join a union or association?	Covered in Company Freedom of Association Collective Bargaining Policy All Employee interviews confirm no restrictions on join unions or associations	-	C
2.5	Are representatives or union members subject to discrimination?	Covered in Company Freedom of Association Collective Bargaining Policy All Employee interviews confirm no discrimination	-	C
2.6	Do the employees have access to management?	Yes, All employee interviews positively confirm	-	C
2.7	Are workers allowed to meet together on work-related or personal issues?		-	C
2.8	Do workers know who the representative is? Do employees record when the last elections were held?	Yes, All employee interviews positively confirm	-	C
3	HEALTH AND SAFETY			
3.0.1	Is there a written Health and Safety plan that indicates how all health and safety issues are being managed at the factory?	Covered in Employee Handbook	-	C
3.0.2	Has the factory nominated a health and safety manager to oversee compliance?	Company has Health and Safety Committee and keeps minutes Rob McLevy – Supply Chain Manager (Employer rep) Tristan Lascano – Warehouse Manager (Worker rep)	-	C
3.0.3	Is Health and safety education is provided to all workers during initial orientation and on an ongoing basis?	Covers Safety, Egress & Fire, Ladder, Electrical	-	C
3.0.4	Are workers trained on how to operate machinery in a safe and effective manner?	No machinery on site	-	N/A
3.0.5	Has the factory conducted an emergency evacuation drill within the last 6 months?	Last drill was conducted on 2/4/2022, recorded in log	-	C
3.0.6	Are sufficient number of workers are trained in administering first aid and in handling fire emergency equipment?	First Aid Staff Trained, Rob McLevy and Shelley McLevy Trained (CPR/AED/First Aid) both had certification is out of date with retraining scheduled	-	C
3.0.7	Are outside health and safety professionals are consulted for guidance and evaluation on existing practices and performance?	See above, Fire Inspection was done by Jacksonville FD and 3rd party Lifeguard Systems in June 2021	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable				
	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
3.0.8	Are there first aid medical boxes throughout the facility? Is information of first aid personnel and first aid instructions posted beside each medical box?	Medical Boxes in 2 locations, PPE cabinet and Kitchen Pantry	-	C
3.1	Health and Safety Plan			
3.1.1	Does the factory has a written personal protective equipment (PPE) policy which describes workplace areas and what PPE should be used?	All warehouse employees review and sign PPE Policy Company will ask employees to review and sign policy	-	C
3.1.2	Is there a responsible assigned to ensure all employees use PPE? Are PPE's distributed and employees trained?	Rob McLevy is responsible for PPE	-	C
3.1.3	Is there a written policy on chemical usage at the factory that includes an inventory of what chemicals exist, quantities stored, where stored, how handled, and training of personnel?	No industrial chemicals or processes on site	-	N/A
3.1.4	Are workers provided with adequate information, in the language of the workers, on measures taken by the factory to secure occupational health and safety?	All employee document in English, all are English speaking	-	C
3.1.5	Are workers who have removed themselves from a work situation that they reasonably believe present an imminent and serious danger to their health are protected from undue consequences?	Yes, covered in employee handbook	-	C
3.1.6	Is there an Occupational Hazard Factors Evaluation Report conducted on an yearly basis?	Yes, annual OSHA reports are conducted, records for 2020 and 2021 showed no reportable injuries	-	C
3.1.7	Is there an Occupational Disease Assessment conducted on an yearly basis?	N/A, No hazardous areas requiring this	-	N/A
3.1.8	Do all workers participate in Social Insurance as mandated by the law?	Yes, required by law	-	C
3.2	Personnel Protective Equipment (PPE)			
3.2.1	Where there is a risk, are all workers provided with the appropriate PPE free of charge, and trained in the use of the PPE, and why using it is important?	Yes, warehouse workers have sign PPE policy, PPE is provided	-	C
3.2.2	Does the factory provide impact-resistant goggles or other eyewear to workers in areas where there is persistent glare, flying debris or dust, splashing of primers or cleaners?	Yes, however not eye protection is not required PPE for most work tasks	-	C
3.2.3	Does the factory provide gloves to workers that are handling/applying chemicals such as solvents, adhesives, and finishes? Are the gloves resistant to these chemicals?	Yes	-	C
3.2.4	Are metal gloves provided when working with sharp objects or cutting instruments?	N/A	-	N/A
3.2.5	Are proper respirators worn in areas where vapors are present and are not sufficiently reduced by other methods such as ventilation?	N/A	-	N/A
3.2.6	Is appropriate footwear provided for workers working on wet surfaces? Are reinforced shoes or boots provided for workers operating or moving heavy equipment?	Need for proper or reinforced footwear is not addressed in employee handbook dress code or PPE policy Company updated employee handbook and PPE policy while auditor onsite, signage also posted	-	I
3.2.7	Are dust masks provided to minimize exposure to particulate matter such as dust or textile particles?	No exposure to this risk at facility	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
3.2.8	Are rubber mats required in front of electrical switch boards and control panels to absorb potential electrical shock?	Building Service Electric only, Licensed 3rd Party Electrician only	-	N/A
3.2.9	Does factory has signs, with the appropriate international symbol, showing what personal protective equipment should be worn when in this area?	No areas require PPE signage, however company will add warning signage to warehouse	-	C
3.3	Noise Levels			
3.3.1	Has your facility implemented a risk assessment process to identify, prioritize, and mitigate the potential Health and Safety risks associated with Noise pollution in operations and activities?	Weekly and Monthly Safety Checklist check risks are addressed and mitigate risks	-	C
3.3.2	Does your facility perform regular noise pollution assessments as required by law?	N/A no machinery or processes creating sufficient noise	-	C
3.4	Lightning			
3.4.1	Does the factory has minimum illumination of 30 foot-candles (300 Lux) in work areas?	Acceptable by visual inspection by auditor	-	C
3.4.2	Does the factory has minimum illumination of 5 foot-candles (50 Lux) in work areas?	Acceptable by visual inspection by auditor	-	C
3.4.3	Does factory uses a light meter to take periodic measurements of light levels in the factory and keeps a record of light levels in various work areas?	Light levels are not checked and recorded, however no manufacturing on-site and lighting suitability is covered in periodic safety checklists. No areas of concern requiring light level testing, visually all areas are clearly within acceptable lighting conditions	-	C
3.5	Ventilation			
3.5.1	Does the factory has adequate ventilation system in work areas where chemicals are handled and where there is significant dust or material particles?	No chemicals of concern onsite. Propane for forklift is stored outside, and covered in forklift operators training.	-	N/A
3.5.2	Does factory ensures that the daily average temperatures inside the factory do not exceed a differential of 10 degrees F(5.6 degrees C), with ambient temperatures outside the workplace building?	Standard Office HAVC condition, acceptable	-	C
3.5.3	Is there a ventilation system present in enclosed spaces where heat-generating equipment is operated?	No such heat generating equipment onsite	-	N/A
3.6	Chemicals and Hazardous Chemicals			
3.6.1	Is there a warehouse separate from production floor and dormitory to store chemicals? Is warehouse equipped with fire extinguishers? Are Material Safety Data Sheet (MSDS) posted?	No industrial chemicals or processes on site requiring MSDS	-	C
3.6.2	Is there a master list posted at warehouse for chemicals stored? Is there a control exerted to ensure the amount of chemicals stored?	No industrial chemicals or processes on site	-	N/A
3.6.3	Is there a training program for workers handling hazardous chemicals or chemicals have including appropriate handling, emergency procedures and personal protective equipment?	No industrial chemicals or processes on site	-	N/A
3.7	Machine Guards			
3.7.1	Does factory ensures that where there is risk (bar tack, button, overlock, grinding, snap machine, die cut, etc.) machines have the necessary safety devices and guards?	Only applicable machine is forklift, and training records for 2 employees on record from 3rd party to OSHA standards, evaluation was conducted in July 2021 on current operators	-	C
3.7.2	Are workers trained on how to operate machinery in a safe and effective manner?	Forklift only	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable				
	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
3.7.3	Is there a written maintenance plan exists which outlines machine inspections?	Forklift only	-	C
3.7.4	Are there records of machine, equipment and wiring inspections and repairs?	Forklift only	-	C
3.7.5	Are there records of permits for equipment such as elevators and any other types of equipment requiring special permits?	Forklift only	-	C
3.8	Medical Care			
3.8.1	Does the factory has a medical clinic available on-site or in close proximity to address basic health and injury needs?	No medical staff on site, local hospital provide ER care, less than 10 minute drive	-	C
3.8.2	Is there a system in place to address severe injuries (such as an agreement with the local hospital, transportation arrangements, etc.)?	Medical Insurance is provide to employees accepted at local hospital and ER	-	C
3.8.3	If applicable, is there a schedule for medical personnel (doctors or nurses) is established to ensure that trained medical personnel are available during all working hours?	No onsite medical staff	-	N/A
3.8.4	If applicable, does factory maintains copies of licenses for all applicable medical personnel?	No onsite medical staff	-	N/A
3.8.5	Does factory post the medical clinic service days/hours, the nearest hospital's names and full address, and the police and fire station phone number on the notice board?	Staff would use 911 for all issues	-	C
3.8.6	Is there a personnel policy describing what medical care is available and how to access it by workers?	Company provides health insurance to employees, this is done through the provider	-	C
3.8.7	Are records of injuries maintained at the factory to focus on how injuries can be reduced?	Company provides health insurance to employees outlined in employee handbook	-	C
3.9	First Aid			
3.9.1	Are properly stocked first aid kit available on-site?	Yes, compliant to ANSI Z308.1-2003 and OSHA 1910.151(b)	-	C
3.9.2	At a minimum, does the factory maintains standard first aid kits that include basic supplies such as bandages, scissors, gloves, gauze, eyewash solution, antiseptic ointment, and an emergency log?	Yes	-	C
3.9.3	Are first aid kits available and not locked? If locked, supplies must be accessible to the first aid trained staff within 3 minutes.	Kept unlocked and available	-	C
3.9.4	Do first aid stations have first aid sign and the names and photos of trained first aid personnel are posted?	First Aid Stations do not identify trained personnel	-	I
3.9.5	Are first aid kits inspected regularly and restocked when needed?	Checked in Monthly Safety Checklist	-	C
3.9.6	Are records maintained for workers seeking first aid to track injury/illness as well as remedy?	Yes, through OSHA reporting	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
3.10	Toilets			
3.10.1	Is there at least 1 toilet for the first 25 workers of a particular gender, with an additional toilet for each additional 40 workers of the same gender?	4x bathrooms, 1x female (3 toilets), 2x male (single toilets), 1x unisex (single toilet with shower) 2x execute single bathrooms	-	C
3.10.2	Is there a cleaning and maintenance schedule with adequate janitorial staff to ensure that the facilities are clean and working at all times?	Weekly by 3rd party	-	C
3.10.3	Are toilets equipped with wash basins and cleansing agents or hand soap and hand towels or dryers?	Yes	-	C
3.11	Drinking Water			
3.11.1	Is there purified/potable drinking water provided to each worker that is available all times?	Yes, bottled water and filtered on public-city water in kitchen	-	C
3.11.2	Are drinking water containers kept clean and have adequate protections to restrict any type of contamination from getting into the water?	Yes	-	C
3.11.3	Are workers provided separate drinking cups to prevent illness and contamination?	Yes	-	C
3.11.4	Is drinking water tested periodically (i.e. every 6 months) to ensure that water is safe. Further, the test report is posted at the drinking water station?	Drinking water is supplied by reputable 3rd party, Zephyrhills	-	C
3.12	Canteens			
3.12.1	Does the canteen staff ensure that any spoiled or questionable food is not utilized and properly disposed?	All kitchen food, dishes, and cookware are employee supplied, used and maintained	-	N/A
3.12.2	Are utensils, dishes and cookware properly sanitized after use?	Yes, dishwasher onsite in kitchen	-	C
3.12.3	If legally required, does the factory have the necessary inspections from government health officials and do they maintain records of these inspections?	N/A	-	N/A
3.12.4	If legally required, do the canteen staff have a health check at least annually and obtain health certificates?	N/A	-	N/A
3.13	Boiler Operation			
3.13.1	If applicable, do steam boiler have operation certificate and maintenance record endorsed by local labor authority or certified safety inspector?	No Boiler	-	N/A
3.13.2	If legally required, does the operator of the boiler trained on its use with proper occupation certificate?	No Boiler	-	N/A
3.13.3	Is the steam boiler(s) placed in a separate, well-ventilated room? Is the safety check certificate posted on wall in room?	No Boiler	-	N/A

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
3.14	Dormitories			
3.14.1	Does the facility provide dormitory housing and dining facilities for its workers?	No Dormitories	-	N/A
3.14.2	Is the dormitory completely separated from workshops, warehouses, testing center...etc.?	No Dormitories	-	N/A
3.14.3	Does the facility allow workers to freely leave the factory or dormitory area while off-duty?	No Dormitories	-	N/A
3.14.4	What is the average number of persons per 10 square meters in a dormitory? Are they provided with extra living space in addition to their beds?	No Dormitories	-	N/A
3.14.5	Do workers have to share beds?	No Dormitories	-	N/A
3.14.6	Do workers have secure storage for their personal belongings?	No Dormitories	-	N/A
3.14.7	Does the dormitory housing provide safe drinking water? Is there a maintenance/check certificate?	No Dormitories	-	N/A
3.14.8	Does the dormitory housing provide clean and sanitary toilet facilities per gender?	No Dormitories	-	N/A
3.14.9	Does the dormitory housing provide fire detection, fire suppression and alarm systems?	No Dormitories	-	N/A
3.14.10	Does the dormitory housing provide adequate ventilation and heating?	No Dormitories	-	N/A
3.14.11	Does the dormitory housing provide adequate exit facilities, unblocked and unlocked?	No Dormitories	-	N/A
3.15	Fire Safety			
3.15.1	Is there a Construction Permit available? Does the construction permit matches the address of the factory?	N/A	-	C
3.15.2	Is there a Fire Safety Acceptance Certificate or Fire Permit available? Does the Fire Safety Acceptance Certificate matches the amount of buildings and type of buildings currently at the factory?	Jacksonville Fire & Rescue conducts Annual Inspections Site passed 11/4/2021	-	C
3.15.3	Is the facility easily accessible to fire fighters?	Yes	-	C
3.15.4	Are the emergency exits clearly marked and unlocked at all times during working hours ?	Yes, verified by auditor at all egress points on evacuation map	-	C
3.15.5	Does the facility have locked gates with an attendant?	No gate or attendant	-	N/A

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
3.15.6	Does the facility have legal documentation for fire safety?	Jacksonville Fire & Rescue conducts Annual Inspections Site passed 11/4/2021 Lifeguard Systems Service conducts full review and repair of emergency lighting, sound alarms, pull alarms, and fire extinguisher maintenance	-	C
3.15.7	In order to comply with the Fire Safety Standard, does the facility carry out monthly inspections?	Yes, part of Monthly Safety Checklist	-	C
3.15.8	Are there Crèche or Childcare facility on the premises?	No childcare on-site	-	N/A
3.15.9	Is the facility rooftop used for storage of materials labeled as hazardous, combustible or flammable? Are hazardous operations conducted there?	Rooftop is not used	-	C
3.15.10	Is there an approved Evacuation Plan aligned with the current facility layout?	Yes	-	C
3.15.11	Is the evacuation plan available throughout the facility?	Posted Frequently	-	C
3.15.12	Does the facility have proper emergency routes?	Yes	-	C
3.15.13	Are emergency routes obstructed?	No obstructions observed	-	C
3.15.14	Does the facility have fire extinguishers?	All extinguishers checked were within service dates	-	C
3.15.15	Fire extinguisher location.	All extinguishers on wall mounts and identified	-	C
3.15.16	Are fire extinguishers usable?	Yes	-	C
3.15.17	Does the facility carry out inspections of fire extinguishers?	Yes, all extinguished had require maintenance tags	-	C
3.15.18	Are there secondary emergency exits?	Yes	-	C
3.15.19	Do secondary emergency exit routes comply with the Fire Safety Standards?	Yes	-	C
3.15.20	What is the estimated travel distance to an exit?	No sprinklers, all areas within 100 feet or less of an exit	-	C
3.15.21	If the facility is a multi-story building, are there at least two vertical emergency exit routes? Are there enclosed stairs?	single story		N/A
3.15.22	Are emergency exit doors properly identified?	Yes	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable				
	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
3.15.23	Does the facility have emergency exit lights?	Yes	-	C
3.15.24	Are facility emergency exit doors obstructed or locked? Do they have a landing with at least 1 meter (3 feet) before beginning of first step?	None were locked at time of visit	-	C
3.15.25	Does the facility use the appropriate type of emergency exit doors?	No specialty emergency exit doors, all door lock turn and unlock in single push from interior of building	-	C
3.15.26	If the facility has emergency exit windows, they must comply with the Fire Safety Standard.	N/A, none	-	N/A
3.15.27	Are there emergency fire alarms present in the facility?	Yes	-	C
3.15.28	Are fire alarms audible and able to produce flashing a light to alert employees when activated?	Yes	-	C
3.15.29	Are facility emergency fire alarms inspected every month and connected to secondary power source?	Yes	-	C
3.15.30	Does the facility have a sprinkler system, fire pump and/or fire hydrant system?	No sprinkler	-	N/A
3.15.31	Does the water supply for the sprinkler system or fire hydrant comply with the Fire Safety Standard?	No sprinkler, hydrant is public-city water supply	-	N/A
3.15.32	Has the facility conducted inspections of sprinklers or fire hydrants?	City of Jacksonville, Florida supplies water and is responsible	-	N/A
3.15.33	Are there an excessive amounts of flammable liquids stored on the production floor?	None	-	C
3.15.34	Are materials labeled as 'hazardous,' 'combustible' or 'flammable' appropriately stored?	None	-	C
3.15.35	Are materials labeled as 'hazardous,' 'combustible' or 'flammable' stored in containers labeled as anti-static and grounded?	None	-	C
3.15.36	Does electric wiring in the facility pose as a danger to employees?	No	-	C
3.15.37	Does the facility carry out periodical inspections of electrical wiring? Is there an electrical maintenance program?	Complete during City fire inspection	-	C
3.15.38	Is there a defined and properly identified Smoking areas?	Back warehouse, section is outside	-	C
3.15.39	Does the facility have facility emergency response personnel?	Rob McLevy is safety rep, CPR, AED, First Aid Shelly McLevy is backup, CPR, AED, First Aid 3 of 6 Employees interviewed Identified Management instead of First Aid Responders	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
3.15.40	Does the facility have Emergency assembly areas?	Evacuation maps did not have muster point identified Muster point and alternate is identified in the evacuation plan T Mak updated maps during audit with muster point	-	C
3.15.41	Are emergency assembly areas obstructed or used for storage?	No, areas are unobstructed	-	C
3.15.42	Does the facility conduct Emergency action plan training?	Last evacuation training and drill, 2/4/2022	-	C
3.15.43	Does the facility conduct Facility emergency personnel training?	2 employees trained in CPR, AED, First Aid	-	C
3.15.44	Does the facility conduct training on handling of hazardous, combustible or flammable materials?	No hazardous materials, only propane included in on forklift training	-	N/A
3.15.45	Does the facility carry out evacuation drills?	Last evacuation training and drill, 2/4/2022	-	C
3.15.46	For facilities in a multi-story building, do their evacuation drills comply with the Fire Safety standard?	single story building	-	N/A
3.15.47	Does the facility retain Evacuation drill documentation?	Record from 2/4/2022 drill	-	C
3.15.48	Does the facility have a fire safety committee?	Handled by Health and Safety Committee, and fire protection check are conducted on monthly basis Committee duties should be updated to clearly document responsibility for fire safety.	-	I
3.15.49	Is there a written Fire Awareness & Prevention plan that indicates how all fire safety issues are being managed at the factory?	covered in emergency action plan employees are instructed not to fight fire and to evacuate	-	C
3.15.50	Does the factory assigned a manager to oversee fire safety risks?	Rob McLevy and Tiffany Daymil	-	C
3.15.51	Are electrical cords in the factory and dormitories are in good condition and properly encased to prevent shorting or fire?		-	C
3.15.52	Is Electrical equipment grounded to prevent injury and/or fire where there is risk?		-	C
3.15.53	Are Electrical cords are not found in damp areas of in standing water?	No standing water	-	C
3.15.54	Is Electrical wiring not in the aisles unless they are securely taped to the floor in a manner that does not create additional hazard?	Compliant	-	C
3.15.55	Are Electrical boxes protected with an insulation system?	Appear compliant to building code	-	C
3.15.56	Are all switches on electrical switch boards are properly labeled?	Compliant	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
4	CHILD LABOUR AND YOUNG WORKERS			
4.1	Does the Company know the minimum legal working age?	Yes, All employee interviews positively confirm 18	-	C
4.2	Does the company have a written policy requiring employee age to be no less than the min. legal working age or 15, whichever is greater?	Compliant Follows Florida State Law	-	C
4.3	What are the procedures the Company follows to verify the age of its employees?	US Government Issued ID's are check	-	C
4.4	Are ages of all employees checked prior to hiring?	Yes	-	C
4.5	Are any employees found to be under the minimum legal age or 15, whichever is greater, during the audit review?	No	-	C
4.6	Does the Organization have a remediation program for under age workers?	N/A	-	N/A
4.7	Has the organization implemented the remediation program as defined.	N/A	-	N/A
4.8	Does your facility allow the hiring and use of young workers (16~18)? If so, is this documented?	Minimum Worker Age 18	-	C
4.9	Does your facility have a documented restrictions plan to avoid young workers performing night work or hazardous work?	Day shift only at site	-	C
4.10	Is enough time allowed to each young worker to attend compulsory education?	No workers require compulsory education	-	C
5	WAGES AND BENEFITS			
5.1	Does the facility have an official document in which a minimum legal wage is defined?	State and Federal compliance posters	-	C
5.2	Does the facility have a defined procedure to calculate wages based on working hours?	Per state and federal laws, no specific policy Holiday calendar is available, holidays are paid	-	C
5.3	Do wages (not including overtime) meet the legal minimum wage requirements?	Yes	-	C
5.4	If a worker works overtime are they reimbursed at a premium rate as defined by the law or collective bargaining agreement?	Yes, 1.5x rate, no additional for holidays, which appear no work has occurred	-	C
5.5	Are employees provided with other benefits (holiday pay, vacation) to which they are legally entitled?	Yes	-	C
5.6	Are salaries paid in a timely manner and in total including overtime?	Yes, pay every 2 weeks	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
5.7	Are only legal deductions from wages allowed?	Yes, only elective benefits, e.g. healthcare	-	C
5.8	Does the factory maintain records of the payroll which shows that workers are being paid the applicable overtime rate?	Yes	-	C
5.9	Are copies of payrolls pertaining to workers employed by a 3rd party organization such as labor agency, security, cleaning firm or canteen provider, made available?	No 3rd party employees	-	C
6	WORKING HOURS			
6.1	Does the organization have an official document in which a legal limit on total working hours is defined?	Normal work hours and overtime are defined, no legal limit maximum set by law	-	C
6.2	Does the organization have working-hour policies and procedures in place to ensure compliance with the law?	Yes, handbook defines normal week as 40 hours per week	-	C
6.3	Does the organization ensure that the work week does not change from week to week and that all workers are aware of the work schedule?	Yes	-	C
6.4	Does the organization have written approval from the local government permitting tolerance of excessive overtime contrary to legal regulations that would otherwise not be accepted?	No, company is within legal requirements	-	C
6.5	Do all the workers have regular rest days per week?	Yes, normal hours are Mon - Fri, no weekend work on timesheets found in records	-	C
6.6	Do workers have regular break times during their working hours?	Yes, confirmed in interviews, times are flexible	-	C
6.7	Do any of the workers at the facility work overtime? If so, on what basis do they accept overtime work? Is overtime work voluntary or required?	Yes, voluntary overtime only	-	C
6.8	Do employees record their work time on their own? Is the time worked by all workers fully documented?	Yes, all electronic, swiped with time cards	-	C
6.9	Does the factory post the operation breakdown and piece rate on the production floor so that workers are aware of pay rules and targets in advance?	N/A no piece rates	-	N/A
6.10	Are employees provided with clear information about their work time, related wages and benefits on a regular and timely basis?	Yes, All employee interviews positively confirm	-	C
6.11	Does the factory provides a worker manual/work rules that define breaks, rest periods, and days off provided?	Paid Time Off and Vacation are defined in employee handbook, and Zenefits, handbook is missing details on handling of breaks and rest periods	-	I
6.12	Does the factory defines, according to local law, the different types of overtime: workdays, weekends, holidays and corresponding pay rates?	Yes	-	C
6.13	Is there an establish plan, such as hiring additional help during peak periods, to ensure that overtime hours are in accordance with the above standards?	Plan is handle with a 3rd party temp agency, People Finders, that handle all the additional workers, seasonal only	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
6.14	Does the factory includes in the personnel policy and labor contracts, if applicable, that workers have the right to refuse overtime, with no repercussions, and does not issue fines for refusing overtime?	Employee interviewed confirm overtime is voluntary	-	C
6.15	Are operation breakdown and piece rate on the production floor so that workers are aware of pay rules and targets in advance?	No targets are set	-	N/A
7	DISCRIMINATION			
7.1	Does the organization prohibit discrimination based on race, nationality, social origin, caste, birth, religion, disability, gender, sexual orientation, marital status, political opinion, etc., in the hiring process?	Yes, compliant with local law	-	C
7.2	Does the organization prohibit discrimination based on race, nationality, social origin, caste, birth, religion, disability, gender, sexual orientation, marital status, political opinion, etc., in its remuneration policy?	Yes, compliant with local law	-	C
7.3	Does the organization prohibit discrimination based on race, nationality, social origin, caste, birth, religion, disability, gender, sexual orientation, marital status, political opinion, etc. in access to training / promotion?	Yes, compliant with local law, company has Nondiscrimination & Anti-Harassment Policy	-	C
7.4	Does the organization have a policy on discrimination or is a statement included in an employee handbook?	Yes, company has Nondiscrimination & Anti-Harassment Policy	-	C
7.5	Does the organization request pregnancy and AIDS testing on their job applicants?	No	-	C
7.6	Does the organization actively recruit and employ qualified candidates from the local population for all levels of factory work?	Public job posting are used locally with required education level, no requirements on gender or race	-	C
7.7	Does the organization create written job descriptions that focus solely on "occupational qualifications" and not personal characteristics?	Yes	-	C
7.8	Does the organization provide equal support to all workers in promotions to supervisory positions?	Yes, policy in employee handbook and Employee Training & Development Policy	-	C
7.9	Does the organization have a prenatal and postnatal program that ensures expectant mothers and new mothers are able to safely continue working in an area suitable for their condition and in accordance with any applicable governmental requirements?	Handled on case by case basis, family leave laws are followed	-	C
7.10	Are workers of different religions allowed time for prayer during work hours, and provided/allowed food that corresponds to their religion?	Yes, however not formally address in employee handbook	-	C
8	REGULAR EMPLOYMENT			
8.1	What proportion of workers are permanent, part-time, fixed-term contract workers, temporary workers?	All workers, 100%, are full time permanent Temporary workers are used rarely, for less than a week of employment, non-continuous	-	C
8.2	Do their terms and conditions meet the law, and are fixed-term contracts repeatedly used and the legal requirement governing this?	No employment contracts and Florida is an at will work state	-	C
8.3	Is social security benefits and payments provided to all types of workers present (e.g. casual, temporary, subcontract, apprentice, trainee) and whether are they in line with law?	Yes, in compliance with US law	-	C
8.4	Is there any evidence of casual, temporary, fixed term contract workers, probationary/trainee workers being employed on a semi-permanent basis to avoid legal obligations on the part of the employer, such as: payment of social security; annual leave benefits etc.?	No	-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
8.5	Are hiring and termination records maintained for 6 months? Do patterns exist of irregular hiring and firing or short term contracts to avoid regular employment?	Yes	-	C
8.6	Is there documented procedures for selection, contracting, induction and termination of sub-contractors or part-time employees?	Job description and duration is given to People Finders, there is no direct arrangement with temporary employee	-	C
8.7	If contract workers are on site, if possible reviews their contracts and terms and conditions. Do these meet the legal requirements? If these are not made available, is there evidence the site has undertaken a review of these to ensure they meet legal requirement?	Yes, none onsite at time of audit	-	C
8.8	Are any extended probationary periods used to prevent Regular Employment?	No probation periods	-	C
8.9	Is the site aware of all agencies, and contractors currently being used?	Yes, People Finders is only service used, none temporary workers currently used	-	C
8.10	Does the site have a system in place to monitor all providers (contractors and agencies) e.g. audit / site visit etc.?	Yes	-	C
8.11	Does the sub-suppliers & sub-contractors evaluation include Labor Standards including: Wages, Hours, Age, Right to work	Yes	-	C
8.12	Are all sub-suppliers and sub-contractors evaluated on an yearly basis?	Yes, this is review with each order by management prior to order placement, every year acknowledgement they renew acknowledgement of ETI base code	-	C
8.13	If private agencies are used, does the organization maintain a list of those private agencies?	Yes, only People Ready Inc. have been used	-	C
8.14	If private employment agencies are used, does the organization have a contract with any and all of them?	No, at will per state law	-	C
8.15	If private employment agencies are used, do they have valid business licenses / permit according to local law?	People Ready Inc, verified business registration with state of Florida	-	C
8.16	If private employment agencies are used, do they have a written commitment in the recruitment advertisements including the statement "NO EMPLOYMENT FEES OR COST" prominently displayed?	Yes	-	C
8.17	If private employment agencies are used, do they have a written commitment to reimburse the worker of borne fees or costs if it was detected as having been collected?	Yes, in People Ready Inc. code of conduct and ethics	-	C
8.18	If private employment agencies are used, does the organization ensure that the term of employment outlined at the time of recruitment does not differ from what is provided at the organization, including type of work stated?	Temp Company informs employees	-	C
8.19	If private employment agencies are used, are workers informed prior to employment and before they leave their local region of the key employment terms and conditions?		-	C
8.20	If private employment agencies are used, are migrant workers provided with contracts and treatment equal to those of their co-workers?	No migrant workers taken from temp agency	-	C
8.21	Does the organization have a procedure/plan to conduct due diligence on its suppliers / subcontractors / employment agencies / sub-suppliers?		-	C

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
8.22	Does the organization maintain a list of home workers who provide services to the organization?	Tami Mak is only full-time home worker, she is part of upper management and company ownership	-	C
9	HARSH OR INHUMANE TREATMENT			
9.1	Does the factory has established and implemented a progressive disciplinary system that includes verbal warnings, written warnings, suspension, and finally, termination as a way of disciplining workers?	Disciplinary policy in employee handbook	-	C
9.2	Does the organization train supervisors and production workers upon hiring and on an ongoing basis, (i.e. quarterly) regarding harassment and abuse issues?	Unconscious Bias and Sensitive training covers this topic, all managers trained in Oct/Nov 2020	-	C
9.3	Does the organization tolerate or allow corporal punishment, mental or physical coercion or verbal abuse of personnel?	No, All employee interviews positively confirm	-	C
9.4	Is there a written policy, which defines rule infractions, and what the disciplinary actions are for each infraction?	Disciplinary actions are detailed in employee handbook	-	C
9.5	Does the factory has a written policy that outlines that harassment is unacceptable and what behaviors (such as those listed above) will not be tolerated?	Company has anti-discrimination anti harassment policy, signed by employees	-	C
10	OTHER ISSUES			
A	ENTITLEMENT TO WORK			
A1	Does your facility adhere to a written labor and ethics policy (or statement of commitment)?	Policy is covered in employee handbook and Trafficking Forced Child Labor Policy, signed by employees and suppliers	-	C
A2	Does your facility adhere to a written health and safety policy (or statement of commitment)?	Yes, company has a health covered in various place of employee handbook, safety policy in separate section on employee handbook. Company also has an employee health and safety committee	-	C
A3	Does your facility adhere to a written environmental policy (or statement of commitment)?	Yes, there is a Environmental Policy Statement and Goal setting	-	C
A4	Is there a management representative at this facility assigned responsibility for assuring and facilitating compliance with labor and ethics, health and safety policy and environmental policies, regulations and codes?	Rob McLevy - Health and Safety Renee Garrison - Labor Ethics	-	C
A5	Does the factory periodically reviews work rules and employment handbook to ensure that they comply with current law?	Yes	-	C
A6	Does the factory conducts training on legal as well as the Global Compliance Program requirements with appropriate staff?	Company requires all supplier adhere to ETI Base Code	-	C
A7	Does the factory ensures that its rules and employee handbook comply with the law and the Global Compliance Program?	Yes	-	C
B	ENVIRONMENT			
B1.1	Is there a written Environmental Management System?	Yes, there is a Environmental Policy Statement	-	C
B1.2	Is there an appointed employee who is responsible for coordinating all aspects of the Environmental Management System?	Handled by Tiffany, however no formal responsibility assigned	-	I

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
B1.3	Is there a procedure to ensure awareness of changes in environmental laws and regulations, and alter Environmental Management System to satisfy these changes?	Yes, there is a Environmental Policy Statement	-	C
B1.4	Does the factory conduct regular inspections/audits to identify potential environmental hazards and how they are being managed?	Company has conducted a PHASE I ENVIRONMENTAL SITE ASSESSMENT REPORT	-	C
B1.5	Does the factory only use chemicals purchased from qualified suppliers who offer chemicals that have a reduced environmental impact?	No industrial chemicals used	-	C
B1.6	Has the factory established a recycling program?	Yes, also included in Environmental Impact Improvement Goals	-	C
B2	WASTE MANAGEMENT			
B2.1	Are all types of waste properly labeled? Is there a separate area for wastes?	All waste in general waste, no specialty waste streams	-	C
B2.2	Are Hazardous & Non Hazardous waste stored separately? Is there a designated area for hazardous waste away from the production areas?	No hazardous waste on site	-	C
B2.3	Does the factory use approved waste transport disposal company? Is there a contract available? Does the transport company have proper permits or approval for disposal?	Contract for waste removal, GFL	-	C
B2.4	Does the factory dispose waste into rivers, lakes, reservoirs, or water drainage systems?	Waste goes to landfill	-	C
B2.5	Does the factory bury or burn waste on the factory site?	No burning of waste	-	C
B3	WASTEWATER TREATMENT			
B3.1	Is wastewater from washing, dying operation or other hazardous liquid waste streams separated, analyzed and treated before disposal?	N/A no such wastewater	-	N/A
B3.2	Does the wastewater system have an official inspection certificate from a recognized government authority, and the copy of the certificate must be posted near the facility?	City of Jacksonville, Florida public-city sewer	-	C
B3.3	Is there a drainage system drawing available? Is it examined periodically for leakage?	City of Jacksonville, Florida public-city sewer	-	C
B3.4	Is wastewater processed by an authorized wastewater treatment plant?	City of Jacksonville, Florida public-city sewer	-	C
B4	ENVIRONMENTAL IMPACT			
B4.1	Does the factory have an Environmental Impact Report or Environmental Impact Assessment with approval from local government?	Yes, PHASE I ENVIRONMENTAL SITE ASSESSMENT REPORT, May 24, 2021	-	C
B5	AIR EMISSIONS			
B5.1	Has factory conducted air emission test from a 3rd party in the past 12 months?	N/A no factory emissions	-	N/A

SUPPLIER NAME	AUDIT DATE	REPORT NUMBER
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

C = Complies with the requirements, I = Improvement Needed, NC = Not Complies, N/A = Not Applicable

	QUESTIONNAIRE	FINDINGS	PHOTO	SCORE
B5.2	Were results of air emissions below legal emission standards?	N/A no factory emissions	-	N/A
B5.3	Does the factory routinely monitor their air emissions to make sure that they are following local law?	N/A no factory emissions	-	N/A
C	CODE OF ETHICS			
C1	Is the factory aware of/has access to any local and national regulations covering Business Ethics and is meeting those requirements?	Yes, all employee have business ethic training	-	C
C2	Does the supplier have business license and permits in place for correct and legal practice of its business operations?	Yes, county, state, federal registrations	-	C
C3	Is the site aware of any client's Business Ethics standards or codes and is measuring its performance against those?	Yes, all employee have business ethic training with required coursework	-	C
C4	Does the site has a clearly communicated policy, covering Business Ethics and that this policy has defined procedures for implementation and management of Business Ethics performance?	Yes, all employee have business ethic training with required coursework	-	C
C5	Does the facility have a Business Ethics Policy that applies internally, externally or both and is it regularly updated?	Yes, all employee have business ethic training with required coursework	-	C
C6	Is the policy signed at top level and is there evidence of commitment?	Yes, signed Anti-Bribery & Anti-Corruption Policy	-	C
C7	Is there a policy for topics such as bribery issues, excessive gifts & entertainment, conflict of interest, charitable donations, facilitation payments, political contributions, as well as, corruption, or any type of fraudulent Business Practice?	Yes, signed Anti-Bribery & Anti-Corruption Policy	-	C
C8	Has the site has communicated its policies on Business Ethics issues, especially to those workers in high-risk departments, such as purchasing or logistics?	Yes, signed Anti-Bribery & Anti-Corruption Policy	-	C
C9	Is there a nominated individual as responsible for management of Business Ethics issues?	Tiffany Daymil oversees	-	C
C10	Does the site include anti-bribery and anticorruption requirements in contracts with recruitment agents and other suppliers of the site?	Yes, part of the ETI base code they are require to sign	-	C
C11	Does the site require third parties, including suppliers, to complete its own Business Ethics training or conduct their own business ethics training?	Yes, part of the ETI base code they are require to sign	-	C

Supplier Name	Audit Date	Report Number
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

WORKER INTERVIEW SUMMARY

Were workers aware of the audit?	YES	Were workers aware of the code?	YES
Number of group interviews:	1		
Number of individual interviews	Male	3	Female 3
All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors.	YES	If No, please give details	N/A
Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	YES		
In general, what was the attitude of the workers towards their workplace?	Favourable		
What was the most common worker complaint?	None complaints received during any interview		
What did the workers like the most about working at this site?	Work environment		
Any additional comment(s) regarding interviews	None		
Attitude of workers to hours worked	Positive		
Is there any worker survey information available?	NO	If Yes, please give details	N/A

Attitude of workers:
(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk

All workers were positive to assist in the interview, no negative comments.

Attitude of worker's committee/union reps:
(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk

Most workers seem to have no interest in unions or worker associations.

Attitude of managers:
(Include attitude to audit, and audit process. Both positive and negative information should be included)

Management was very positive, there is significant commitment to compliance.

Supplier Name	Audit Date	Report Number
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

INTERVIEW INSTRUCTIONS

1. Please sample 5% of the total work force or a minimum of 3 employees for closed door interview. (e.g. 5% of 100 employees = 5 interviews, 5% of 50 employees = 3 interviews)
2. Ensure the interview is confidential and is not shared to any other factory personnel.
3. Each interview should take between 10-15 minutes.

INTERVIEW

#	Employee Name	Gender	Employee Number	Department / workshop	Join Date (yy/mm/dd)	Do you have a Labor Contract
1	Billy Dee Williams	Male	-	Warehouse	-	NO
2	Krista Foreman	Female	-	Office	-	NO
3	Tristan Lascano	Male	-	Office	-	NO
4	Renee Garrison	Female	-	Office	-	NO
5	Rob McLevy	Male	-	Office	-	NO

TOPIC - Working Hours and Wage & Benefits		Employee #1	Employee #2	Employee #3	Employee #4	Employee #5
1	Do you know the minimum wage in your area?	YES	YES	YES	YES	YES
2	Do you know how OT are paid?	YES	YES	YES	YES	YES
3	Do you know to calculate your salary?	YES	YES	YES	YES	YES
4	How many hours in total do you work on a daily basis?	YES	YES	YES	YES	YES
5	How many hours on average of overtime do you work on a week?	YES	YES	YES	YES	YES
6	How many days a week do you work?	YES	YES	YES	YES	YES
7	What date of each month is salary paid?	YES	YES	YES	YES	YES
8	Has management missed a payment in the past 12 months?	NO	NO	NO	NO	NO
TOPIC - Freely Chosen Labour		Employee #1	Employee #2	Employee #3	Employee #4	Employee #5
1	Were any of the interviewed employee required to pay in order to be hired?	NO	NO	NO	NO	NO
2	Were any of the interviewed employee required to submit their original ID to be hired?	NO	NO	NO	NO	NO
3	Were any of the interviewed employee prohibited from resigning or quitting their job?	NO	NO	NO	NO	NO
4	Were any of the interviewed employee forced to do dangerous work?	NO	NO	NO	NO	NO
TOPIC - Coercion and Harassment		Employee #1	Employee #2	Employee #3	Employee #4	Employee #5
1	Has any of the interviewed employee ever been coerced by management?	NO	NO	NO	NO	NO
2	Has any of the interviewed employee ever been a victim to harassment?	NO	NO	NO	NO	NO
3	Has any of the interviewed employee feel unsafe in their work position?	NO	NO	NO	NO	NO

Supplier Name	Audit Date	Report Number
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1



Photo 1 - Front of Building and Sign



Photo 2 - Back of Building



Photo 3 - Reception



Photo 4 - Meeting Room



Photo 5 - Kitchen



Photo 6 -

Supplier Name	Audit Date	Report Number
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1



Photo 7 - Pantry

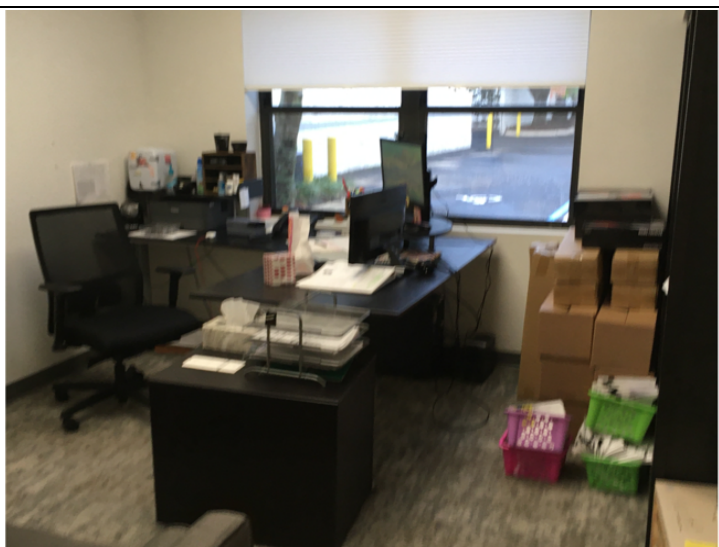


Photo 8 - Office



Photo 9 - Office



Photo 10 - Warehouse



Photo 11 - Warehouse



Photo 12 - Warehouse

Supplier Name	Audit Date	Report Number
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1



Photo 13 - Warehouse



Photo 14 - File storage



Photo 15 - Warehouse



Photo 16 - Evac Plan and Fire Ext



Photo 17 - Fire Ext



Photo 18 - Exit Markings

Supplier Name	Audit Date	Report Number
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

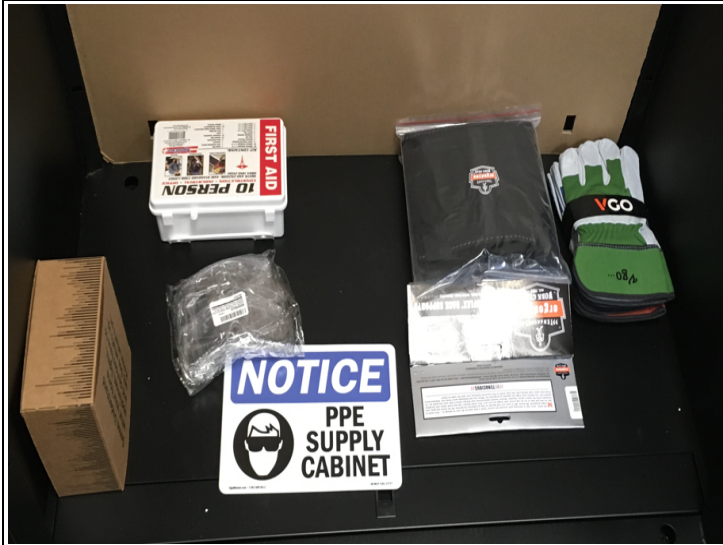


Photo 19 - PPE



Photo 20 - Hazard Sign

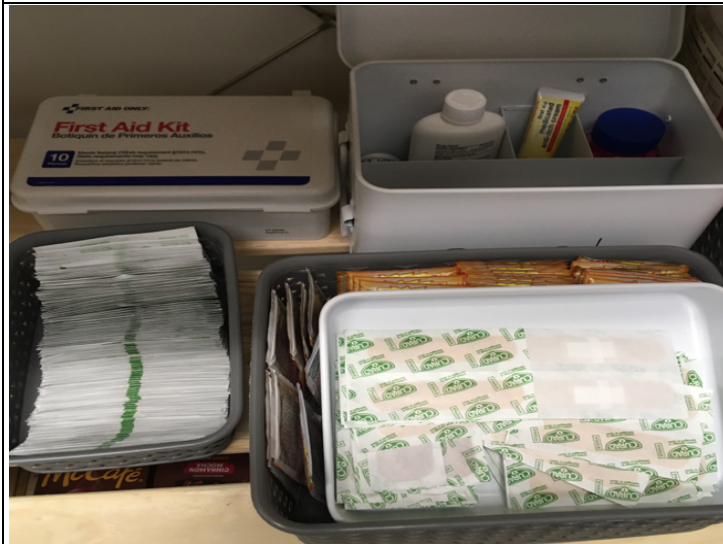


Photo 21 - First Aid



Photo 22 - Exterior Eye Wash



Photo 23 - Electrical Office



Photo 24 - Electrical Warehouse

Supplier Name	Audit Date	Report Number
T. Mak's International, Inc.	2022-02-09 ~ 2022-02-10	TMK00113354CSR1

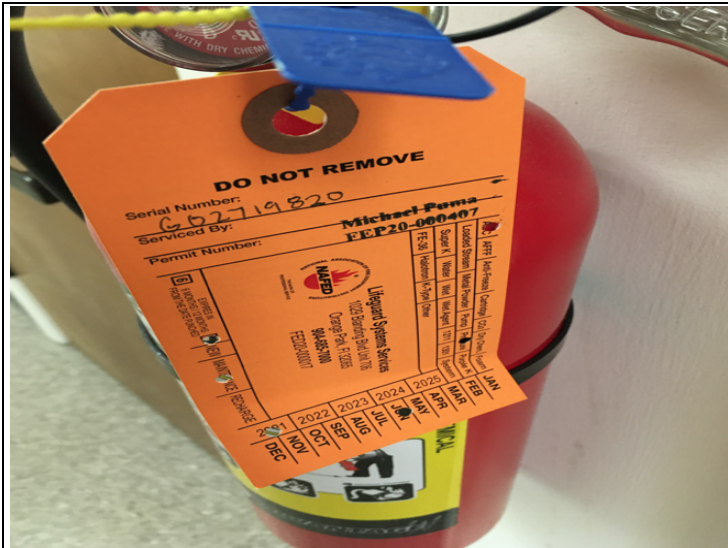


Photo 25 - Fire Ext Cert



Photo 26 - Fitness room



Photo 27 - Lounge and Movie room



Photo 28 - Game room



Photo 29 - Warehouse Sign



Photo 30 - Warehouse Facility

Supplier Name

T. Mak's International, Inc.

Audit Date

2022-02-09 ~ 2022-02-10

Report Number

TMK00113354CSR1



Photo 31 - Forklift Propane



Photo 32 - Forklift



Photo 33 - Warehouse



Photo 34 - Rented Side of Warehouse



END OF REPORT

Visit us at www.proqc.com